



# County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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Chief Administrative Officer

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September 24, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

## **ECONOMIC ACTION PLAN - ACTIONS TO STREAMLINE COUNTY PERMITTING PROCESSING**

The purpose of this memo is to provide your Board with the final status report on the Economic Action Plan directed by your Board in February 2002. Specifically, on February 26, 2002, on motion of Supervisor Antonovich, your Board directed the Chief Administrative Officer, in conjunction with the Los Angeles County Citizens' Economy and Efficiency Commission and the Departments of Health Services (DHS), Public Works (DPW), and Regional Planning (DRP), and the Consolidated Fire District (Fire), to report back on the status of short-term actions to streamline the County's various permitting processes. The short-term actions were outlined in a report to your Board dated January 31, 2002 and status reports were provided to your Board on June 26, 2002 and October 2, 2002. The October 2 status report indicated that we would report on our progress and provide a final status report in September 2003.

### **Short-Term Actions**

**Action 1.1.** Evaluation of funding options to finance additional positions in DRP that can be co-located with DPW in their field offices.

**Status:** As reported on June 26, 2002, DRP estimates that 18 additional positions, at an estimated annual cost of \$1.5 million, are required to restore zoning counseling and planning advisory services to the public at additional key DPW field offices such as Antelope Valley, Calabasas, East Los Angeles,

Florence-Firestone, La Puente, Lomita, San Gabriel Valley, Santa Clarita, and South Whittier. Staff would be apportioned among the DPW field offices based upon the actual volume of work, and would work a 5/40 schedule to match DPW field office hours.

DRP submitted a request for some of these positions with its Fiscal Year 2002-03 budget request, but the request was not funded due to other County priorities and overall curtailments. On September 16, 2003, your Board approved limited funding for DRP field office operations as outlined in the departmental budget request for Fiscal Year 2003-04.

DRP and DPW are now preparing a proposal to increase fees to offset other service enhancement costs as well as other streamlining efforts. Their efforts will involve consultation with industry representatives prior to submission of the increases to your Board for consideration. It was originally intended to have the fee proposal filed for your Board's consideration in late summer 2002, however, it has been delayed due to the need to include consideration of fee increases for other activities such as incorporating DRP, Fire, and DHS-Office of Environmental Health (OEH) in the automated permit software system that DPW is implementing. The fee increases will be presented to your Board in time to be effective in 2004.

**Action 1.2:** Selection of a vendor to automate DPW's permitting processes.

**Status:** On June 18, 2002, your Board approved an agreement with the vendor Accela to purchase the Kiva Development Management System known as eDAPTS. Subsequently, on April 1, 2003, your Board approved an amendment to the agreement to expand the automated permitting process system to include DRP, DHS-OEH, and Fire.

**Action 1.3:** Evaluation of business processes for compatibility with the proposed automated permitting processes.

**Status:** The initial Business Process Review (BPR) has been completed for DPW and the BPRs for DRP, Fire and DHS-OEH are underway.

**Action 1.4:** Initiation of a work group to carry out the elements of the action plan and to become potential users of DPW's automated permit system.

**Status:** The eDAPTS Steering Committee meets on a monthly basis and a Memorandum of Understanding (MOU) is currently being drafted to define the roles of DPW, DRP, Fire, DHS-OEH, the CIO, and the Assessor.

### **Long-Term Actions**

**Action 2.1:** Implementation of automated permitting system.

**Status:** Implementation is scheduled as follows:

DPW

- Request for Service – October 14, 2003
- Permits and Plan Check – November 24, 2003
- Inspections – December 22, 2003
- eBusiness Public Access – June 1, 2004

DRP: Estimated end of May 2004

DHS-OEH: Estimated August 2004

Fire: Estimated December 2004

**Action 2.2:** Expansion of one-stop shops, where the public can access all permitting agencies in a single location.

**Status:** As reported in our June 26, 2002 update, DRP added an extra one-half day per week of services at the DPW Building and Safety Lancaster field office. As noted in Action 1.1 above, other staffing enhancements have been determined, however, fee increase proposals to fund the enhancements are still under development.

**Action 2.3:** Conversion of DRP manual zoning map system to digitized computer maps.

**Status:** DRP has developed a zoning map conversion and integration project that includes eight geographic phases over a two-year period. The first phase pilot covering the unincorporated community of Altadena is complete. The

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second phase, which will be contracted in October 2003, will include (in chronological order): Antelope Valley, Santa Clarita Valley, Santa Monica Mountains North, Coastal Plan, East Los Angeles, Hacienda - Rowland Heights, and the Valinda corridor which is called Avocado Heights. The cost of the project is estimated at \$1.76 million and is financed through the joint support of DPW, DRP and the County's Information Technology Fund. This project is also critical to the permit processing automation.

**Action 2.4:** Conversion of selected discretionary permits to ministerial permits so that time and cost of the public notice and hearing process can be eliminated.

**Status:** Funding to conduct this project in a comprehensive manner, estimated at \$340,000, has not been identified. Therefore, DRP is proceeding on a case-by-case basis using in-house staff.

If you have questions, please contact me or your staff may contact Lari Sheehan at (213) 974-1174 or Dorothea Park at (213) 974-1319.

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MKZ:DSP:nl

c: Sheriff  
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